

SENIOR ACCOUNTANT

CLASS SUMMARY

Under general direction, provides a high level of technical and complex financial support in the accounting and investment functions to the City and the Community Redevelopment Agency; and performs related duties as required.

REPRESENTATIVE DUTIES:

Prepares daily cash flow analysis, records investment activity and prepares monthly investment reports for the City and the Community Redevelopment Agency; assists in the year-end closing of the accounting records and prepares annual financial statement; performs complex bank reconciliations; analyzes data for various complex financial reports including the State Controller's Report; performs analytical review of fiscal operations and prepares reports as appropriate.

ORGANIZATIONAL RESPONSIBILITIES:

This class reports to the Financial Services Manager and may supervise other Account Clerks.

DESIRABLE OUALIFICATIONS GUIDE

Knowledge & Skills

Knowledge of :

Principles of municipal fund accounting and auditing; redevelopment agency law and accounting; data processing application and usages in an accounting environment; city budget and control; financial reporting; cost and revenue accounting; working knowledge of Lotus 1-2-3.

Skills/abilities:

Operation of office data processing equipment; oral and written communication skills; understand and apply generally accepted accounting principles; prepare and analyze financial reports from computer based systems; audit and reconcile various financial accounts; prioritize tasks; establish and maintain effective relationships with others; performs mathematical computations.

Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Three years of increasingly responsible public accounting experience and graduation from a four year college with a degree in public financing, business administration, accounting or related field.